



Cincinnati Police Department STAFF NOTES

March 28, 2006

Colonel Thomas H. Streicher, Jr., Police Chief



Planning Section

- [National Incident Management System Web Based Training](#)
- [Revision to Procedure 12.555, Arrest/Citation: Processing of Adult Misdemeanor and Felony Offenders, and Revised Forms 527B, Trial Preparation Form, and 527E, Case Investigation Jacket](#)
- [Revision to Procedure 18.120, Release of Information and Public Records](#)

Chief's Office

- [Thank You Letters](#)

1. NATIONAL INCIDENT MANAGEMENT SYSTEM WEB BASED TRAINING

The Department of Homeland Security has directed all first responders be trained in the Federal Emergency Management Agency courses for the National Incident Management System (NIMS). All supervisors, sergeants and above, are required to complete these courses by August 31, 2006. Police officers and specialists are completing IS-100.LE and IS-700 during 2006 In-Service Training. Sergeants and lieutenants completed IS-700 during 2005 Management Training. [Attached](#) is a training matrix of the required courses by rank.

Information Technology Management Section has created a link to the training website on the Department Intranet under Training Concepts entitled “**NIMS Web Based Training**”. Directions for logging onto the training website, creating a logon name and password, and basic instructions for completing the courses and notifying the Police Academy will be contained on the link.

The Police Academy will coordinate the tracking of supervisors who complete the courses and enter this into the Employee Tracking Solution. Bureau commanders through their district/section/unit commanders will ensure their personnel are completing the courses in a timely manner according to the following schedule:

- IS-100.LE by April 30, 2006
- IS-200 by May 31, 2006
- IS-700 by June 30, 2006
- IS-800 by August 31, 2006

Questions about the NIMS Web Based Training should be directed to Lieutenant Douglas Ventre, Tactical Planning Unit, at 263-8091.

2. REVISION TO [PROCEDURE 12.555](#), ARREST/CITATION: PROCESSING OF ADULT MISDEMEANOR AND FELONY OFFENDERS, AND REVISED FORMS 527B, TRIAL PREPARATION FORM, AND 527E, CASE INVESTIGATION JACKET

Procedure 12.555, Arrest/Citation: Processing of Adult Misdemeanor and Felony Offenders, has been revised. Officers will now complete a Form 527E, Case Investigation Jacket, for all original felony and original, reportable misdemeanor arrests.

Officers signing misdemeanor warrants for reportable offenses and felony warrants will also complete a Form 527B, Trial Preparation Form, and submit this to the Clerk's Office with the warrant and affidavit. Officers will no longer write victim and witness information on the affidavit. Since this document is scanned into the Clerk of Courts website, it is available to the public. The Form 527B is not a public record. The Clerk's Office will not accept a warrant without the Form 527B listing witnesses.

Officers now only need to complete the "Bond Recommendation" portion of the Form 527A on original felony arrests. This is for use of the bond project personnel at the Hamilton County Justice Center. Completion of the 527A for original, non-reportable misdemeanors is only required if there are victims/witnesses needed for court.

All case jackets must be reviewed and signed by a supervisor for accuracy and completeness. The case jackets will now be stored at the district/section/unit in a secure cabinet and be logged out as needed for court.

Officers are also reminded to review Section F.3. regarding the "Request for Condition of Probation" form. This form can be completed for subjects arrested for a drug or prostitution offense who do not reside, work or have legitimate business in the area of the arrest. If convicted, the sentencing judge can impose a stay away order for the area of arrest as a condition of probation. This form is available on the H drive and is titled "Request for Condition of Probation".

Both the Form 527B and 527E have been revised. All districts/sections/units will now use only the Form 527B dated 2/06 and the Form 527E with a revision date of 11/05. All others should be destroyed.

To access the Form 527B, open the Word application. Select "New" in the file menu, select "General Templates" on the right-hand side of the screen and click on Form 527B.

3. REVISION TO [PROCEDURE 18.120](#), RELEASE OF INFORMATION AND PUBLIC RECORDS

Procedure 18.120, Release of Information and Public Records, has been revised. The process for notification regarding court ordered requests for sworn members' personal address information has been added. Additionally, the section on redacted information has been clarified. When Records Section sends a request for information to a district/section/unit, it is the responsibility of the releasing district/section/unit to redact specific information. Section D. outlines this process in detail. Other minor changes have been made throughout the procedure.

This revision is effective immediately. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page.

4. THANK YOU LETTERS

Attached to these Staff Notes are several letters of appreciation and praise written to the Police Chief for the professionalism displayed by our Department and specifically the following officers:

Lieutenant Kurt Byrd
Lieutenant Russ Neville
Lieutenant Tony Carter
Sergeant Jim Casto
Police Officer Ryan Robertson
Police Officer Jeff Smallwood
Police Officer Tim Pappas
Police Officer Mike Whitis

Lieutenant Doug Ventre
Lieutenant Lee Carmichael
Sergeant Steve Lang
Sergeant Bill Halusek
Police Officer Craig Copenhaver
Police Officer Sharon Byrd
Police Officer Luke Putnick

Cincinnati Police Department

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) TRAINING
MATRIX

Audience	FY06 Required Training
Entry level first responders and disaster workers from the fire service, law enforcement , emergency medical services, public health, hospitals, public works, public safety communications , emergency management, hazmat, government administration, NGO's, private sector and volunteer support personnel	OFFICERS / SPECIALISTS IS-100.LE IS-700
First line supervisors from the fire service, law enforcement , emergency medical services, public health, hospitals, public works, public safety communications , emergency management, hazmat, government administration, NGO's, private sector and volunteer support personnel	SERGEANTS IS-100.LE IS-200 IS-700
Middle Management personnel from the fire service, law enforcement , emergency medical services, public health, hospitals, public works, public safety communications , emergency management, hazmat, government administration, NGO's, private sector and volunteer support personnel. Any Officials with overall emergency management responsibilities as dictated by ordinance, law, or delegation and those officials primarily involved in emergency planning.	LIEUTENANTS IS-100.LE IS-200 IS-700 IS-800
Command and General Staff and senior level department heads from the fire service, law enforcement , emergency medical services, public health, hospitals, public works, public safety communications , emergency management, hazmat, government administration, NGO's, private sector and volunteer support personnel.	CAPTAINS & ABOVE IS-100.LE IS-200 IS-700 IS-800

12.555 ARREST/CITATION: PROCESSING OF ADULT MISDEMEANOR AND FELONY OFFENDERS

Reference:

Procedure 12.220 - Pedestrian Traffic - Law Enforcement
 Procedure 12.235 – Operating a Vehicle Under the Influence (OVI): Processing & Arrest
 Procedure 12.240 – Ohio Multi-Count Uniform Traffic Ticket
 Procedure 12.412 – Domestic Violence
 Procedure 12.505 - Military A.W.O.L. Arrests
 Procedure 12.605 - Identification of Persons in Police Custody and Wanted Persons
 Procedure 12.727 - Warrant Computer Entries, Prisoner Return and Extradition
 Procedure 12.805 – Direct Presentation to the Grand Jury by the County Prosecutor
 Procedure 12.815 - Court Appearances, Jury Duty and Other Hearings
 Procedure 12.900 - Processing Juvenile Offenders
 Manual of Rules and Regulations – 1.16A, B, C, D
 Rule 4 - Ohio Rules of Criminal Procedure

Definitions:

Warrant - An instrument giving power to arrest an offender. Original arrest warrant is one in which defendant has not been before a court of record.

Capias - A warrant issued for the arrest of a defendant who has either failed to appear in court, failed to follow an order of the court, pay fines or attend programs, etc.

Primary Officer - The officer who can establish probable cause that a crime was committed and the person(s) arrested is responsible for the commission of that crime. The officer who signs the complaint(s) and is designated as needed for court on the Form 527, Arrest and Investigation Report, and the Form 527A, Case and Bond Information Sheet, is the primary officer. In situations of a more complex nature, different officers may be necessary to present different evidence. A primary officer should still be identified for testimony at the preliminary hearing.

Alternate Officer(s) - Other officer(s) who has sufficient knowledge to proceed on the case, but not listed as needed for court on the arrest slip.

Case Presentation Officer (CPO) – Officer(s) who presents the daily docket of cases to the Hamilton County Grand Jury in cooperation with the Grand Jury Prosecutor. Testimony is derived from the review of all felony arrest reports, case/bond information sheets and associated documents.

Project DISARM –Program which identifies felony firearm arrests that may be eligible for federally enhanced prosecution. A system based on prior criminal convictions and current criminal/personal status is used to determine if the criteria is met for Project DISARM. This program would also include Youth Crime Gun Initiative cases from the Bureau of Alcohol, Tobacco and Firearms.

Purpose:

To protect the constitutional rights of all individuals through the fair and impartial enforcement of Federal, State and Local Laws.

To establish Department arrest procedures in compliance with the Ohio Revised Code and Ohio Rules of Criminal Procedure.

To ensure the presentation of all felony arrests to the Grand Jury are within the time specifications defined by the Ohio Revised Code.

Policy:

Department personnel will not undertake any investigation or other official action not part of their regular duties without obtaining permission from their district/section/unit commander unless the circumstances require immediate police action.

Information:

Police Communications Section (PCS) has a list of Department personnel skilled in various foreign languages and sign language. They can be called in routine situations to assist with investigations or routine communication. PCS also has access to a certified sign language interpreter on a 24-hour basis.

There is no requirement for the operator of a motor vehicle to have their driver's license on their person. In Ohio, in order for a person to drive a car, he/she must have been issued a valid driver's license (Ohio Revised Code §4507.02). Columbus v. Henry specifically held that it is not a crime for an Ohio resident to drive within the state without having his/her operator's license on his/her person.

Ohio Revised Code §4507.35 requires the operator of a motor vehicle to furnish satisfactory proof that he/she has a valid license, upon demand of a peace officer. This proof may consist of the violator's name, address and social security number, which, when queried, returns information describing the person and verifying the license is valid. The mere lack of a driver's license on a violator's person is not probable cause for an arrest.

Procedure:**A. Felony Arrest**

1. Officers will make a physical arrest on all original felony arrests, felony warrants, and felony capiases.
 - a) The arresting officer(s) in all felony arrests where a firearm is confiscated in connection with the arrest (whether or not a weapons offense has been charged) will conduct a preliminary investigation of the incident and criminal history of the arrested subject. Document findings of any Civil Protection Order or Temporary Protection Order in effect (out of state included) on a Form 527, Arrest and Investigation Report.

2. Officers will complete a Form 527E, Case Investigation Jacket, on all original felony arrests except Domestic Violence and Operating a Vehicle under the Influence (OVI) arrests.
 - a. The Form 527E will include copies of all pertinent paperwork needed to prove the facts of the case, including probable cause, elements of the crime and evidence showing the suspect committed the crime.
 - b. A supervisor must review the contents for accuracy and completeness and sign the Form 527E.
 - c. The completed Form 527E will be entered into the district/section/unit Form 527E log book.
 - d. The approved Form 527E will be logged out of the log book and hand carried to Rapid Indictment Program (RIP) office by the officer assigned the property run on the next business day.
 - 1) The Form 527E will be entered into the RIP logbook and assigned a Case Presentation Officer.
 - e. After presentation to the Grand Jury, the Form 527E will be returned to district/section/unit unit of assignment and reentered into the district/section/unit logbook by the officer assigned the property run.
 - 1) RIP will maintain possession of the Form 527E if a case is ignored and rescheduled for presentation to the Grand Jury. The Form 527E will be returned after the final presentation to the Grand Jury.
 - f. All Forms 527E returned from RIP will be stored in a secure cabinet at the district/section/unit. Officers needing the case jacket for court will sign it out in the log book.
 - 1) A designated first shift supervisor will review the log book on a weekly basis to ensure jackets are being logged appropriately and returned in a timely manner.
 - g. Units making direct presentations to the Grand Jury are not required to complete a Form 527E.
3. Case Presentation Officer (CPO) Review
 - a. The CPO will review all felony arrest reports, case/bond information and associated documents for accuracy, completeness and conformance to Department policy.
 - 1) Reports reviewed by the CPO determined to be incomplete or inaccurate will be returned to the primary officer's district/section/unit commander for correction.

- 2) The CPO will provide a mandatory due date for return of corrected reports.
- 3) The CPO may require copies of any report correcting missing, incomplete, or inaccurate information.
- b. The CPO will review all felony firearm arrests to determine if the criteria are met for federally enhanced prosecution and forward paperwork through channels according to their SOP.

B. Misdemeanor Arrest and Misdemeanor Warrant Service

- 1. All adults charged with misdemeanor offenses are eligible for release via a Form 314, Notice to Appear (NTA), unless:
 - a. Charged with a sex offense - excluding prostitution and public indecency.
 - b. Charged with a weapons offense.
 - c. Charged with OVI as a third offender.
 - d. Charged with domestic violence.
 - e. Living and/or working in an area where extradition is necessary.
 - f. Specific language on the arrest document requires physical arrest, i.e., probation warrant.
 - g. Wanted on a warrant with a case number that begins with the letter "A, B, F, or P".
 - 1) These cases require disposal through Common Pleas Court.
- 2. Officers will cite eligible defendants with an outstanding warrant issued by the Hamilton County Municipal Court Clerk, regardless of which Hamilton County police agency originated the initial charge.
 - a. Officer(s) will notify their supervisor when citing eligible defendants. The arresting officer will confirm the warrant via the MDT when so equipped, or through the district/section/unit. The district/section/unit will ensure a copy of the NTA or arrest slip is faxed to the Central Warrants Processing Unit (CWPU).
 - b. Retain a district/section/unit copy of the fax transmission for 30 days.
- 3. Transport individuals arrested for misdemeanor offenses listed in Procedure 12.605, requiring fingerprinting and photographing, to the Hamilton County Justice Center. Use a Form 527 instead of an NTA.

- a. If the officer recommends release after processing, check the block marked "O.R. Bond". The arresting officer should consider whether:
 - 1) The danger exists the offense will continue.
 - 2) Potential physical injury to the arrested individual, police officer, or another individual is likely to occur.
 - 3) The individual understands he has been arrested and must appear in court.
- b. The arrested must sign the Form 527.
- c. Central Intake personnel will release the individual only after processing and proof of identity is completed.
- 4. Contact the Hamilton County Juvenile Court Clerk's Office when an adult has an active juvenile warrant to obtain processing procedure.
- 5. Officers will complete a Form 527E on all subjects arrested on an original, reportable misdemeanor charge, except domestic violence and OVI. The case jacket will include copies of all related documentation supporting the charge(s), as well as statements, location of evidence recovered, etc.
 - a. The completed Form 527E will be entered into the district/section/unit Form 527E log book and submitted for review to a supervisor prior to securing the tour of duty.
 - 1) The supervisor will insure all paperwork is complete and includes all elements necessary to support the arrest of the suspect.

C. Traffic Warrants

- 1. The arresting officer may cite an individual on any traffic warrant, except Mayor's Court. Mayor's Court requires verbal approval from the affected agency. The date and time of the court appearance is supplied by the affected agency.
- 2. If the officer does not have the warrant in his possession when he issues the citation, he will:
 - a. Confirm by MDT or district/section/unit computer that the warrant exists.
 - 1) If the subject shows a previous citation for the warrant in question, verification through CWPU (via computer terminal or telephone), is necessary.

- b. Record the arrest information on the Form 682, Citation Arrest Summary, and attach the remaining copies of the NTA to the citation board.
- 3. CWPU will recall the warrant based on the information contained in the "Officer's Notes" section on the back of the NTA.
- 4. In cases where a violator of a traffic or criminal minor misdemeanor (either on a warrant or on-view arrest) is physically arrested and not cited, note the reasons under the "Facts of Arrest" section on the Form 527.

D. Minor Misdemeanor Citations

- 1. A police officer must issue a citation to appear in court rather than physically arrest an individual for any violation which is a minor misdemeanor, whether it be a state statute or city ordinance, regardless of the violator's place of residence, unless one of the following applies:
 - a. The offender requires medical care or is unable to provide for his safety.
 - b. The offender cannot or does not offer satisfactory proof of identity, except pedestrian violations (see Procedure 12.220).
 - c. The offender refuses to sign the citation.
- 2. An officer may not make a physical arrest on traffic or criminal minor misdemeanors except as outlined above. Officers must issue a citation in the field at the point of contact with the offender.
 - a. It is not legal to remove the offender from the scene for only a minor misdemeanor violation.
 - b. An officer has the right to investigate further when he has probable cause to believe a more serious offense has occurred. He may follow normal investigative procedures.
 - c. The officer may only pat down or frisk the subject to assure his safety. The officer must have reasonable suspicion that the subject is armed and poses a threat of harm. No search is permitted as would be lawful in an actual arrest.

E. Capias Arrests

- 1. When an officer arrests a wanted individual on a capias, he must have the capias in his possession or know where to obtain it within a reasonable time period.
 - a. All Hamilton County Municipal Court capiases require a physical arrest.

- 1) Under certain circumstances such as voluntary surrender, a one-time exception may be granted to the defendant if the defendant contacts the Failure to Appear Unit (FTA) at 946-6153. If the defendant has not used the service before the capias will be recalled.
 - 2) If an officer chooses to cite due to mitigating circumstances, a supervisor will respond to grant permission. The supervisor will indicate his permission under "Details" on the Form 314, Notice to Appear.
2. If a person arrested on a capias for a **"Stay to Pay"** has the money to pay the fine, take him to the Clerk's Office to pay his fine (original and all penalties) and then release him. The clerk will recall the capias.
 - a. Complete an arrest report showing the subject was released at the Clerk's Office after payment of the fine and forward it to the Records Section.
 3. When an adult has an active juvenile capias, contact the Hamilton County Juvenile Court Clerk's Office to obtain the processing procedure.
 4. A capias issued by a local Mayor's Court is not eligible for citation unless verbal permission is granted by the affected jurisdiction. The date and time of the court appearance is supplied by the affected agency.
 - a. Officers will notify their supervisor when citing eligible defendants. The arresting officer will confirm the capias via the MDT when so equipped, or through the district. The district/section/unit will ensure a copy of the NTA or arrest slip is faxed to the Mayor's Court with jurisdiction. The original NTA is mailed to the Mayor's Court with jurisdiction.
 - b. Retain a district/section/unit copy of the fax transmission for 30 days.
- F. Completion of the Form 527 for Adult Felony and Misdemeanor Physical Arrests
1. If the defendant is unable or refuses to supply the requested information, the officer will complete the form to the extent possible.
 - a. If the defendant refuses to supply the requested information, mark "Refused" on the arrest slip to bring to the prosecutor's attention.
 2. The arresting officer will query RCIC/NCIC to determine a prior record and any outstanding warrants/capiases for the defendant. Note on the arrest report if the computer is inoperable and contact CWPU to check for wants.

- a. Confirm any warrants or capiases from any police jurisdiction in Hamilton County through CWPU via MDT.
 - b. The arresting officer will confirm any other warrants or capiases, not issued through CWPU, by contacting the appropriate jurisdiction.
 - c. If a computer check reveals a warrant or capias, and the individual states it has already been processed or paid out, the police officer will verify if the warrant or capias is still in effect.
 - 1) The officer will contact CWPU, the Clerk of Courts Office, or the appropriate jurisdiction for verification.
 - 2) If a warrant or capias cannot be confirmed, the officer will release the subject and notify his supervisor. The officer's supervisor will document the incident on a Form 17 and forward it through channels to the Police Chief.
3. If the defendant has been arrested for felony drug abuse/trafficking or prostitution, the arresting officer will:
- a. Determine if the subject meets the following criteria for "Request for Condition of Probation". If the subject meets the following criteria and is convicted, this form provides the sentencing judge to include, as a condition of probation, an order to stay out of the area where he was arrested.
 - 1) A person cannot be a resident of the area.
 - 2) They cannot be legally employed in the area.
 - 3) They cannot have other legitimate business in the area or have legitimate reasons for being in the area (visiting friends is not a valid reason).
 - b. Once the officer has established that the person qualifies, he will complete the "Request for Condition of Probation" (RCP) form.
 - 1) The form will include the following:
 - a) The name and address of the arrested.
 - b) The charge(s) for which they were arrested.
 - c) The address where the subject was arrested.
 - d) The arresting officer's name, badge number and assignment.
 - c. After the RCP form has been completed, staple it to the Trial Preparation Form for felony drug abuse/trafficking or to the complaint form for prostitution.

- 1) This will ensure the form will travel through the court system to the prosecutor. The prosecutor can then make the request without having the officer present in the courtroom.
- d. Once the condition of probation has been granted, the information will be entered into the computer system by the Probation Department for access by officers via the MDT.
 - 1) If an officer encounters and queries a subject who has this condition of probation, an indicator will be generated giving the specifics of the restrictions (stay-away order conditions).
- e. If the subject is in violation of the order the officer will:
 - 1) Complete a Form 534, Contact Card.
 - 2) Forward a copy of the Form 534 to the Probation Department through interdepartmental mail.
 - a) Probation will ensure the appropriate Probation Officer receives the information and can proceed with violating the subject's probation.
 - 3) Officers should not arrest the subject immediately upon determining the condition exists. The Probation Department will be responsible for maintaining computer entries and tracking statistical information.
4. Physical and mental condition of prisoner
 - a. The arresting officer will document the prisoner's visible physical and mental condition and any injuries or complaint of injuries on Line 5 of the Form 527.
 - 1) Ask all prisoners if they have health problems which police or jail personnel should be aware. Note this information on Line 5 of the Form 527. Have PCS notify the HCJC if the arrested may be an unusual security risk.
 - b. Briefly describe any injuries and how they occurred. Explain if the injuries occurred before, during, or after the arrest.
 - c. If the arrested received medical attention and/or was admitted to a hospital, note the details in the "Facts of Arrest" section of the Form 527. Have PCS notify the HCJC if the arrested may be an unusual security risk.
 - d. List on the Form 527, in the "Other Reports Made" box, any reports made; e.g., Use of Force, Form 316, Form 301, Form 18, etc.

- e. Personnel accepting prisoners for transportation, incarceration, etc., should verify the condition listed on the arrest report.
5. List the appropriate name, section, and subsection number of the charge(s) in the "Charges" block.
6. Identify the primary officer for court. Arresting officers listed on the form must check the block after their name showing whether they are needed or not needed for court.
 - a. If more than one officer is needed:
 - 1) A supervisor must sign the Forms 527 and 527A to ensure the same officers are listed on both reports.
 - 2) State in the "Facts of Arrest" section the charges/cases for which each officer is needed.
7. State the facts of arrest in the space provided on the Form 527. This statement should contain enough information to establish the elements of the offense.
8. If the offender is physically arrested and has citable outstanding traffic and/or criminal warrants or capiases on file at CWPU, add these charges in the "Charges" block of the Form 527 and process as part of the physical arrest.
9. If co-defendants are involved, complete the appropriate section.
 - a. If there are more than two co-defendants, complete a Form 527B.
10. Check the "Vice Activity Arrest" block to ensure district/section/unit collators record vice related activities.
 - a. Collators must review each arrest report for vice related arrests to accurately record this information.
 - 1) Forward a copy of the Form 527 to the Central Vice Control Section (CVCS) if vice activity is indicated.
 - b. Accurate information is imperative since this information will replace the Form 526, Vice Activity Report, when vice arrests occur.
11. Complete the "Evidence Information" section after processing the prisoner.
 - a. "Page" and "Line" blocks should coincide with district/section/unit property log books.
12. The arresting officer will complete the appropriate complaint form in triplicate and have all three copies notarized.

- a. The first two copies will accompany the defendant to the Hamilton County Justice Center.
 - b. Give the third copy to the defendant.
- 13. To ensure appearance on the next court docket, transport arrested individuals to the Hamilton County Justice Center before 0300 hours to allow for arrest document processing.
- 14. Form 527A, Case and Bond Information Sheet
 - a. Complete the bond recommendation portion of the Form 527A when:
 - 1) Any felony arrest is made.
 - b) This is for use of the bond project personnel in the Hamilton County Justice Center.
 - b. Complete any areas necessary when additional information is necessary.
 - c. Complete the witness portion for non-reportable misdemeanor arrests, as necessary.
- 15. Form 527B, Trial Preparation Form
 - a. Officers will complete a Form 527B:
 - 1) Whenever a police officer signs a felony warrant or reportable misdemeanor warrant.
 - a) The Clerk's Office will attach the Form 527B to the complaint.
 - 1] The Clerk's Office will not accept a complaint without a completed Form 527B. Witness information will not be entered on the affidavit. All witnesses must be listed on the Form 527B.
 - b) When an individual is arrested on a felony warrant, the arresting officer will add any pertinent information to the Form 527B including the facts of the arrest, new evidence, or any statements made by the arrested.
 - 2) On all original felony arrests and original, reportable misdemeanor arrests, except OVI.
 - b. The "Statement of Facts" section provides additional space for a more detailed description of the facts.
 - c. Complete the "Victim/Witness" section for use as a praecipe.

- 1) Indicate appropriate courtrooms for each officer/victim/witness and give a brief statement of their role in the case.
 - a) On multiple charges, note on which charge each officer is needed.
- 2) It is important the officer signing the warrant supply the names, addresses, and telephone numbers of all witnesses, with a summary of their testimony. If additional space is necessary, officers may use the "Statement of Facts" area, or attach an additional sheet.
 - a) Give specific addresses. Include apartment numbers, floor, business names, etc., so subpoenas can be served.
 - b) Note any statements obtained.
 - c) Explain at what stage of the proceeding witnesses should appear and testify.
 - d) If a witness shows reluctance to appear in court and the arresting officer wishes to serve a subpoena on the individual, the officer should write "Reluctant Witness" behind the name of this witness and explain briefly.
- e. A supervisor must approve the Form 527B.
- f. The officer will fax both sides of the completed 527B to RIP at line 352-6924.
16. If the arrested is a current University of Cincinnati (UC) or Xavier University (XU) student, the arresting officer will fax a copy of the completed 527 to the appropriate University Public Safety Department. UC's Fax# 556-4940, XU's Fax# 745-3861.

G. Completing the NTA for Adults:

1. Before issuing a citation of any type, the police officer will query RCIC/NCIC for outstanding warrants or capiases.
2. Complete a separate NTA for each charge, except in the service of warrants.
3. Write all the elements of the violation in the "Complaint" section of the NTA using the correct title and section number of the charge. This section serves as the complaint for minor misdemeanors.
4. List the facts as completely as possible.

- a. Use the rear of the prosecutor's copy. These facts are important for the prosecutor in presenting the case in court in the event the defendant decides upon a court appearance.
 - b. Include witnesses' names and specific addresses such as apartment numbers or business names so subpoenas can be served.
- 5. Have the offender sign the NTA. Give him the defendant's copy.
- 6. A supervisor will notarize the minor misdemeanor NTA complaint and check for correctness and completeness.
- 7. If the arrested is a current UC or XU student, the arresting officer will fax a copy of the completed NTA to the appropriate University Public Safety Department. UC's Fax# 556-4940, XU's Fax# 745-3861.
- H. Court Citation Scheduling
 - 1. Individuals cited to adult court for misdemeanors should be given a court date 10-14 calendar days from the date of the citation. The two exceptions are an original OVI arrest or a Driving Under Suspension (DUS) arrest with a vehicle held for pretrial seizure. These must be given a court date 5 days from the date of citation. If the fifth day is a Saturday, Sunday, or legal holiday, use the next court date.
 - 2. Keep all cases together. Cite individuals with multiple cases to the court of the most serious offense according to the following order:
 - a. OVI charges
 - b. Criminal misdemeanors
 - c. City traffic misdemeanors
 - d. County traffic and minor misdemeanors
 - 3. Court assignments for cited original arrests and all citations for warrants and/or capiases are listed below:
 - a. OVI original arrest
 - Room 121 – 1030 hours
 - 1000 Main St.
 - 5 days
 - b. DUS, vehicle seized (types SR/NC/SS/SJ/SF)
 - Room 121 – 1030 hours
 - 1000 Main St.
 - 5 days
 - c. DUS, no vehicle seizure (all types of suspensions)
 - Room B – 1300 hours
 - 1000 Sycamore St.
 - 10-14 days

- d. All City criminal misdemeanors (original arrest citation, warrant/capias citations)
 Room 121 - 0900 hours
 1000 Main St.
 10-14 days (except vicious dogs, cite for 5 days. Refer to Procedure 12.115, Section D.1.)
 - e. All City traffic (original citation, warrant/capias citations)
 Room B - 1300 hours
 1000 Sycamore St.
 7-10 days for auto accidents when cited for a minor misdemeanor only
 10-14 days for all traffic citations/warrants/capias
 - f. All County criminal and traffic warrant/capias citations
 Room 121 – 1300 hours
 1000 Main St.
 10-14 days
4. Citable probation violations should have the courtroom noted on the warrant. If the room number is missing, cite all traffic except OVI to Room B at 1300 hours, cite all criminal to Room 121 at 0900 hours.
 5. If a defendant has a County and a City traffic warrant or capias, cite to Room B at 1300 hours.
 6. Warrants with no prefix or the "S" prefix are City warrants. Warrants with a "C" prefix were issued by Hamilton County. Warrants with an "A, B, F, or P" prefix are not eligible for citation.
 7. Warrants with a preceding four letter mnemonic other than CWU or CPR are warrants issued by a Mayor's Court. Officers may not cite on a Mayor's Court warrant without verbal permission from the affected jurisdiction.
 - a. The Mayor's Court will advise the officer of the appropriate court date and time.
 - b. The officer must send the citation, Form 314, to the Mayor's Court by either U.S. mail or hand delivery.
 8. Send the Form 314 to the agency which confirms the warrant or capias.
 - a. If a subject has multiple jurisdiction warrants and Mayor's Court warrants or capiases included, a separate Form 314 must be made. Verbal verification must be received from each affected Mayor's Court.

I. Supervisory Review

1. Officers must contact a supervisor for a review of arrests in which the prisoner:
 - a. Has obvious physical injuries or claims physical abuse by police at the time of arrest.
 - b. Is charged with Assault on a Police Officer or Resisting Arrest.
 - c. Is refused admission to the Hamilton County Justice Center due to injuries.
 - d. Requires an interview or observation by a supervisor as needed by other procedures (use of force or chemical irritant, strip search, etc.).
 - e. Is being arrested for a felony.
2. Supervisors must review and approve the completed Forms 527, 527B and 527E on all original felony and original reportable misdemeanor arrests.

J. Form 682, Citation Arrest Summary

1. Each district/section/unit maintains a daily Form 682 board at the front desk. Officers issuing misdemeanor citations and/or warrant/capias citations will list the citations on the Form 682 as indicated below:
 - a. Citations issued for a single misdemeanor or traffic warrant/capias are placed on the citation board.
 - b. Citations issued for multiple misdemeanor or traffic warrants/capiases are prepared according to Section H.3. List all cases on the citation board of the most serious offense as shown in Section H.2.
2. At 0700 hours each day, the district/section/unit desk officer will prepare two copies of the Form 682. He will ensure all misdemeanor citation arrests and warrant citations from the previous 24-hour period are recorded on the citation board.
 - a. The desk officer will place the Form 682 from the board in an envelope with the appropriate arrest documents. The envelope must be hand delivered to CWPU no later than 0900 hours daily.
3. The clerk at CWPU will initial and time-stamp the first copy of each Form 682. These copies will serve as a receipt to ensure the complaints, as well as the Forms 527 and NTAs, are not out of place. The delivering officer will return the copies for the district/section/unit files. The second copy will remain at CWPU.

4. Records Section personnel will respond to CWPU each workday to pick up each Form 682.
 - a. Records Section personnel will enter the citations into the RCIC computer system and then forward the documents to the Clerk's Office.
 - 1) Records Section will retain a copy of the NTA for its files.

K. Investigations or Other Official Actions Not Part of Regular Duties

1. Off-duty **within** the City of Cincinnati limits:
 - a. Off-duty officers observing a criminal violation necessitating enforcement action will contact PCS.
 - b. The officer will request an on-duty police officer and supervisor respond to the scene and assist in the investigation and arrest/citation.
 - 1) This does not apply to officers working outside employment details as an extension of police service.
 - c. In some cases, an officer must take immediate action. After taking action, the officer will contact PCS and request an on-duty supervisor. PCS will:
 - 1) Contact a supervisor from the district of occurrence.
 - 2) The responding supervisor will evaluate the situation and report to the Police Chief via a Form 17.
2. Off-duty **outside** the City of Cincinnati limits:
 - a. Off-duty officers observing a criminal violation necessitating enforcement action will contact the proper police agency in that area.
 - b. In some cases involving felony violations, an officer must take immediate action and then contact the proper police agency in that area.
 - 1) After taking action, the officer will also contact PCS and request an on-duty supervisor. PCS will:
 - a) If outside Cincinnati city limits but within Hamilton County, contact a supervisor from the closest district of occurrence.
 - 1) The responding supervisor will evaluate the situation and report to the Police Chief via a Form 17.

- b) If beyond Hamilton County, contact the Night Chief or a command officer.
 - c. Officers outside City limits do not have the authority to detain/arrest individuals for misdemeanor violations.
- 3. Officers will not attempt to stop vehicles while off duty unless it is a life-threatening situation which, if permitted to continue, could cause serious physical harm to innocent victims.

18.120 RELEASE OF INFORMATION AND PUBLIC RECORDS

Reference:

Procedure 12.225 - Vehicular Crash Reporting
 Procedure 12.700 - Search Warrants/Consent to Search
 Procedure 12.900 - Processing Juvenile Offenders
 State v. Keller, 85 Ohio St.3d 279
 Kallstrom v. City of Columbus, 136 F.3d 1055
 State ex rel. Plain Dealer Publishing Company v. Cleveland, 106 Ohio St.3d 70
 State ex rel. Dispatch Printing Company v. Johnson, 106 Ohio St.3d 160
 Ohio Revised Code Section 149.43, Availability of Public Records

Definitions:

Infrastructure Record – any records which disclose the configuration of critical systems, including, but not limited to, communication, computer, electrical, mechanical, ventilation, water and plumbing systems. Any records which disclose any security codes used by the Department, as well as records which reveal the infrastructure or structural configuration of any Department buildings. A simple floor plan limited to showing the spatial relationship of components of the building is not protected from disclosure.

Security Record –

- A record containing information used for protecting or maintaining the security of the Department against attack, interference or sabotage;
- A record prepared by the Department to prevent, mitigate or respond to acts of terrorism, including any of the following:
 - Vulnerability assessments or response plans intended to prevent, respond to, or mitigate acts of terrorism;
 - Communication codes for deployment plans of law enforcement or emergency response teams;
 - Specific intelligence information and specific investigative records shared by federal and international law enforcement agencies with state and local law enforcement agencies and public safety agencies; and
 - National security records that are classified under a federal executive order and not subject to public disclosure under federal law that are shared by federal agencies, and other records related to national security briefings to assist state and local government with domestic preparedness.

Information:

The Public Information Office (PIO) aids Department personnel in releasing information to the media, and on a daily basis prepares and distributes formal media releases about Police Department activities.

Refer media personnel requesting information concerning newsworthy events to PIO during normal business hours, Monday through Friday, 0800 to 1700 hours. After normal business hours direct requests to the responsible unit or supervisor. Do not refer queries from the media to Police Communications Section (PCS).

This procedure will be used as a guide for police personnel when dealing with news media personnel to ensure cooperation. This is also to control the access of news media representatives, including photographers, to the scene of major fires, natural disasters, other catastrophic events, and crime scenes.

The Records Section Director (RSD) is ultimately responsible for the maintenance of all Department records. The RSD is also responsible for the process of responding to **oral or written** requests for viewing and releasing of records.

District/section/unit commanders are responsible for the process in responding to **on-site** requests for viewing and releasing of records.

Record requests via subpoena or City Solicitor and Prosecutor's Office requests will be handled and/or coordinated by the legal liaison at Planning Section.

Computer printout information (e.g., NCIC, LEADS, CLEAR, RCIC) will not be released except to criminal justice personnel for criminal justice purposes (as defined in the LEADS User Manual).

Personnel who have factual information from an offense report, auto accident report, traffic ticket, or other document, except as otherwise directed herein, will, upon request, release that information.

Policy:

The Cincinnati Police Department will readily cooperate with any request for release of information or to view information maintained by the Department in accordance with State or Federal law.

Department personnel will contact the Solicitor's Office whenever there is a question about whether to release a record.

Ohio Supreme Court decisions in the *Plain Dealer* and *Dispatch Printing Company* cases state public employees' home addresses and photographs are not considered public records under Ohio law and should not be released pursuant to a Public Records request. Court ordered requests for employees' personal information will be handled as outlined in Section I.

Procedure:

A. Written Requests for Release of Records and Reports

1. All written requests received, via mail, for records or reports will be forwarded to the Records Section Director (RSD).

2. The RSD will release or delegate to the proper district/section/unit the task of releasing police records and reports pursuant to ORC 149.43. Release of records and reports must be made within reasonable time. As soon as the requested records and/or reports are available, the requester must be notified immediately to respond to the Records Section for pick-up and payment.
 - a. The RSD will investigate requests of records that may not be subject to release.
 - 1) The RSD will consult the City Solicitor's Office if there is any question regarding release of requested information.
 - 2) If records being requested contain personal information that may be protected under the 14th Amendment rights to privacy and bodily integrity, Records Section will initiate the Kallstrom Process (see Section H.).
3. The RSD or designee will contact units holding requested public records and make arrangements for the viewing or collection of those records permitted to be released.
 - a. The affected unit will:
 - 1) Make copies of the requested record.
 - 2) Prepare a Form 17 listing the number of items reproduced.
 - 3) Send the requested records and Form 17 to Records Section for release.
 - b. Records Section will notify the requesting party.
4. Records Section will edit from records information that would endanger the life or safety of law enforcement personnel, or any information that is confidential as defined by law.
 - a. The narrative portion of an Incident Supplement (Form 301IS), Domestic Violence Investigation Report (Form 311DV), or Vice Activity Report (Form 526), where the reporting officer states his theory of the case, may be edited.
5. Records Section will collect fees before releasing public records. The charge shall be 5 cents per page, except in the case of large requests that must be copied off-site, in which case the RSD may charge for actual costs.
 - a. Requesters who have established a charge account with the Police Department, and who are not in arrears in their payments, may be billed after the release of requested records.
 - 1) Charge account information can be verified by contacting the Records Section.

- b. Records Section will bill for, after release, any public records released under the authority of PIO.

B. On-Site Requests for Public Records

1. Direct release of information from districts/sections/units will occur only when authorized by the district/section/unit commander, PIO, RSD, bureau commander, or Police Chief. Any requests of records that may not be subject to release will be referred to the Records Section Director for investigation (see H).
 - a. PIO, or the Night Chief in the absence of PIO personnel or the District/Section Commander/Director, may authorize the release of records, including PCS (Police Communications Section) tapes and dispatch logs, to the media under exigent circumstances.
2. The following process will be utilized for on-site Public Records Requests.
 - a. Requesters of public information may be asked to complete a Request for Public Information form. A written request is not necessary for release of records under the Public Records Act.
 - b. The decision to immediately release information to the media is contingent upon availability of personnel to fulfill the request.
 - c. If unable to fulfill the request within 24 hours due to special circumstances (i.e. amount of records requested, personnel available to make copies, etc.), prepare written documentation explaining the reason. As soon as the requested information is available, notify the requesting party to pick up the documents at Records Section.
3. For requesting parties who have an established charge account on file at Records Section, who are not in arrears in their payments, and who may be billed after the release of requested records, the affected unit will:
 - a. Make copies of the requested record(s).
 - b. Prepare a Form 17 listing the number and description of items reproduced.
 - c. Obtain the signature of the requester on the Form 17 to serve as a receipt.
 - d. Send the Form 17 to Records Section for billing.
4. When requesters have not established a charge account with the Police Department, or they are in arrears in their payments, the affected unit will:
 - a. Make copies of the requested record(s).

- b. Prepare a Form 17 listing the number and description of items reproduced.
- c. Send the requested records and Form 17 to Records Section for release and collection of fees.
- d. No records will be released before payment to requesters who have not established a charge account.

C. Arrests - Investigations

- 1. From the initial stage of a criminal investigation until the completion of a trial or disposition without a trial, police personnel will direct all media requests for information to the supervising officer responsible for the investigation. The supervising officer, his designee, or PIO will release the information following guidelines set herein.
- 2. Before issuance of an arrest warrant or the filing of any complaint, information, or indictment, the identity of a suspect is confidential and will not be disclosed.
 - a. This does not apply to 911 tapes in which a potential suspect is named.
 - b. Do not expose persons in custody to the media for pictures or interviews.
- 3. From the time of arrest, issuance of an arrest warrant, or the filing of any complaint, information, or indictment of any person 18 years of age or older, the following information will be released upon request:
 - a. A factual statement of the accused's name, sex, race, age, residence, occupation, and family status.
 - b. The facts of arrest, time and place of arrest, pursuit, and use of weapons.
 - c. The charges placed, including a brief description of the elements necessary to constitute the charge.
 - d. The identity of the investigating and arresting officers or agency and the duration of the investigation.
 - 1) Do not reveal the identity of covert officers.
 - 2) Do not reveal the home address or telephone number of any officer.
- 4. Prior to an official court disposition, Department personnel will not release or authorize the release, without the Police Chief's approval, any statement concerning:

- a. The prior criminal record, including arrests, indictments, or other charges of crime, character, or reputation of the accused.
 - b. The existence or contents of any confession, admission, or statement given by the accused, or the refusal or failure of the accused to make any statement.
 - c. The performance or results of any examination or test, or the accused's refusal to submit to such examination or test.
 - d. The identity, testimony, or credibility of prospective witnesses.
 - e. The possibility of a guilty plea to an offense charged.
 - f. An opinion about the accused's guilt, innocence, mental competency, or to the merits or evidence in the case.
- 5. Withhold critical information from the public if and until a danger to a victim no longer exists, e.g., a kidnapping victim not yet returned, in accordance with Kallstrom.
 - 6. Releasing photographs:
 - a. Requests for photographs of arrested persons will be referred to the Hamilton County Sheriff's Office, Warrant/Identification Unit.
 - b. Do not release photographs of victims or witnesses.

D. Reports

- 1. The responsibility to redact information contained on reports released following a Public Records request remains with the personnel releasing the report (i.e., Personnel Section, Homicide Unit, Internal Investigations Section, etc.). Records Section is only responsible for redacting information on records kept in Records Section. The following information **must** be redacted prior to the release:
 - a. Social Security numbers.
 - b. Control numbers.
 - c. Uncharged suspect information.
 - d. The identity of a confidential source.
 - e. Information that would endanger the safety of law enforcement personnel, crime victims, witness or a confidential source.
 - f. Confidential investigative techniques, procedures or work product.
- 2. The morning report summaries from the five police districts will be used on the Press Release Board located at Records Section.

- a. The unit initiating or holding a report will release, upon request, information contained in the report, except contents of the Form 301IS, Form 311DV, and Form 526.
 - b. The Department will not release information from reports involving juveniles in cases of child abuse and child neglect per ORC 2151.421(H)(1) and (H)(2).
 - 3. Districts will keep copies of all fatal, unusual, or serious injury crash reports for use by desk personnel to release information.
 - 4. Release upon request information in Minor Accident or Aided Case Reports (Form 316) and Incidents Reports (Form 301) filed at the district of occurrence.
 - 5. In cases of death or serious injury, the police will request the media not release the identity of a deceased or seriously injured person until next of kin is notified.
- E. Use of the Voice Mailbox System (VMBS)
- 1. The following personnel will provide, via the VMBS, information concerning significant or noteworthy events, events affecting public safety, or major news stories which affect the Department:
 - a. District/section commanders.
 - b. PCS supervisors.
 - c. Night Chief.
 - d. Relief commanders or designees.
 - 2. The following information will be provided:
 - a. Name, title, and assignment of the Department representative providing the information.
 - b. Type of incident.
 - c. Date, time, location, and names (spell out the names on the phone).
 - d. A brief description of the incident or offense.
 - 3. End the VMBS message indicating this is only preliminary information. Further information will be provided when it is available.
- F. Incidents Involving Police Officers
- 1. Command officers, district/section commanders, or the OIC of an investigation has the authority to release the names of police personnel involved in an incident as soon as possible.

- a. Before release, ensure accuracy of the information.
 - b. Allow the officer the opportunity to notify family members before releasing the information if the report of an incident would cause them concern.
 - c. The timely release of the name of police participants in a major incident adds to the credibility of the Department and forestalls the possibility of the media adversely commenting on the incident because information was withheld.
2. Notify the Police Chief immediately upon receipt of court ordered request for pictures of Department personnel when connected with an event which will reflect unfavorably upon the individual officer or the Department.

G. Statistical Data - Criminal Reports

1. PIO will verbally provide information from Police Department administrative reports.
2. Refer requests for actual copies of Police Department administrative reports to Planning Section.

H. Kallstrom Process

1. Under the Kallstrom v. City of Columbus, 136 F.3d 1055, and State v. Keller, 85 Ohio St. 3d 279, the Police Department is NOT permitted to release and will **NOT** release any of the following records:
 - Officers' home address or
 - Home telephone numbers
 - Information regarding family members or
 - Beneficiaries
 - Social security numbers
 - Medical information or psychological reports
 - Banking or account information or
 - Information obtained from driver's licenses or RCIC/NCIC sources.
2. District/section/unit commanders are responsible for reviewing and redacting any of the above information from the requested records prior to release.
3. If any record is requested under the Public Records Act and the record contains any information that, if released, may violate a person's 14th Amendment rights to privacy and/or bodily integrity, refer the request to the RSD and process the reproduced records. District/section/unit commanders must notify Records Section to notify the affected Department member(s).
4. Records Section will notify the target of the request that a records request has been made.

5. If the target presents a reasonable objection based specifically on the rights afforded in the 14th Amendment, the request will be denied or the subject data will be edited from the record before release. Records Section personnel will consult with the Solicitor's Office prior to withholding such information.
- I. Process for Notification – Court Ordered Requests Involving Sworn Member Personal Address Information
 1. In the event the City of Cincinnati, including its employees, agents or officials, receives a court ordered request for release of sworn members' personal addresses the following process will be followed:
 - a. If the City receives the request, it will be forward to the Police Department for action.
 - b. Upon receipt of a request for sworn member addresses, the Department will direct all district/section/unit commanders to notify all sworn members. District/section/unit commanders will be provided with the specific request.
 - c. District/section/unit commanders will insure each sworn member is notified that the request has been received.
 - d. District/section/unit commanders will create check-off lists, which will include the names of all sworn members in their command. The list will have the specific records request attached and each sworn member will be personally advised of the request by a supervisor and the date of the notification will be noted on the check-off list. Sworn members will be provided an opportunity to express their objection to the release of their personal address on the check-off list.
 - e. The check-off notification process will take three days to accomplish, to insure sworn members that are on off days are notified. Officers who are not notified pursuant to the procedure set forth above will be personally notified by a supervisor in their district/section/unit. Upon completion, the district/section/unit commander will report in writing to the Police Chief that the notifications have occurred.
 - f. The Fraternal Order of Police, Queen City Lodge 69, will be provided the request for release of sworn members' personal addresses at the same time the district/section/unit commanders are provided the request.

- g. Records Section will maintain records documenting the notification process. Objections to release of addresses will be forwarded to the City Solicitor and the Human Resources Department. Release of addresses by the City pursuant to a public records request will be governed by existing law.
- h. The Police Department will publish the records request in the Department's weekly Staff Notes, as an additional and redundant notification to all sworn members.

J. Media Access

- 1. Police personnel will make every effort to allow news media personnel safe access to any fire, disaster, major catastrophe, or controlled restricted area or crime scene.
 - a. Police personnel will not permit access to any restricted area if it will have an adverse affect on any investigation or impede rescue efforts, or to any area which may endanger the life of an individual.
- 2. The Officer in Charge (OIC) at the scene of any fire, disaster, major catastrophe, or controlled restricted area or crime scene will have the authority to determine whether or not to grant media personnel admission to restricted areas.
 - a. Media personnel have the right to the same access as the public and no more.
 - b. Should there be a question as to whether a person is a member of the media, it is the responsibility of the media person to identify him/herself as a member of a news agency. Other known members of the media may help in this identification.
 - c. The granting of any privileges will not excuse media personnel from observing and obeying all laws. The need for crime scene security must be understood and respected. The OIC will determine the crime scene area.
 - d. Media personnel must have the approval of the OIC or Public Information Office (PIO) before entering non-public areas of a police facility. While in non-public areas of a police facility, media personnel will be accompanied by police personnel and will wear a Visitor ID Pass.
 - e. Refer to Procedure 12.700 regarding restrictions and guidelines for civilians, media, and third parties during the execution of a search warrant.

Andy Fusselman
2550 Spindlehill Dr. #4
Cincinnati, OH 45230
(330) 559-6472

Police Chief Colonel Thomas H. Streicher, Jr.
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

February 24, 2006

Dear Chief Streicher:

I would like to thank you very much for allowing me to participate in the ride along program. I enjoyed the experience that you get to experience everyday you go through doing your best to protect the citizens of the city of Cincinnati.

The ride alongs I experienced will help me with my class that I must complete as a senior at the University of Cincinnati in the Criminal Justice program in order for me to graduate. By participating in the ride alongs I have decided to take the department's written test and hope to become a Cincinnati Police Officer myself, and hope to continue the efforts of making this city a better place to call home that was shown to me through the officers that I spent my time with during the ride along program.

Once again I would like to thank you for the time I had during the ride along and hope you continue to be safe on the streets as you protect the citizens of this city by doing such a great job you do as a police officer.

Again, thank you for the opportunity to participate in the ride along program.

Sincerely,

A handwritten signature in black ink, appearing to read 'Andy Fusselman', written over a horizontal line.

Andy Fusselman

James M Kish Jr.
4118 Bell St Cincinnati, Oh 45212
(216) 410-8732, jimkishuc@yahoo.com

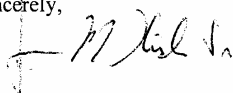
Friday, February 24, 2006

Chief Streicher
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

Dear Chief Streicher

I want to take this opportunity and thank you for having a civilian ride along program. I am a criminal justice major at the University of Cincinnati and my time spent riding with your officers was a fantastic learning experience. All of the officers I rode with were very professional and answered any questions that I had. I believe that this is a wonderful program to allow civilians the chance to understand and be a part of what is happening on our streets. This program has helped me realize what it means to be a police officer, and if this is the right profession for me. Thank you again, I am considering taking the police officer test in April.

Sincerely,

A handwritten signature in black ink, appearing to read "J M Kish Jr.", with a stylized flourish at the end.

James M. Kish Jr.
Criminal Justice Major
University of Cincinnati



Benjamin C. Miller

President of the Phi Kappa Tau Fraternity Inc.- Gamma Beta
2649 Stratford Ave.
Cincinnati, Oh 45220

To Whom It May Concern:

I would like to take this opportunity to express my personal gratitude towards the Cincinnati Police Department, especially those officers who took the time to open a seat to me, and in turn enhance my collegiate studies in the field of Law Enforcement. During the experience I learned a great amount of what it means to be an Officer of the Law. I understand the risks and difficulties the Officers incur by allowing a student to ride with them and I am greatly appreciative for their willingness to teach me in spite of the risks involved. The time that I spent with the Police has extinguished all fears that I had about possibly not enjoying my career in Law Enforcement, and has in turn strengthened my excitement about a career in the latter mentioned field.

I look forward to spending more time with the force as a student, and especially as an Officer of the Law myself. My time at the University is coming to a close and I am incredibly excited about my future in Law Enforcement. This is greatly in part due to the hospitality of the Cincinnati Police Department, and especially those Officers that spent time teaching me about what they do. Thank you very much for all you have done for me.

Sincerely,

Benjamin C. Miller

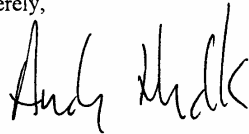
Benjamin C. Miller

.....
February 28, 2006

Dear Chief Streicher,

I recently participated in the Civilian observer program as a UC Criminal Justice Student for the second time. I feel this program has broadened my understanding of police practices. Working in the classroom coupled with being able to witness policing first hand has put my studies in perspective and offered me a much more informed view of police work. Officers Putnick, Murphy, and Whitis showed a deep commitment to their work and the communities they serve. I thank you for this opportunity.

Sincerely,



Andrew Hayduk

.....

MARCH 16, 2006

THE CINCINNATI POLICE DEPARTMENT
COL. THOMAS H. STREICHER,
POLICE CHIEF

I WOULD LIKE TO THANK YOU AND THE CINCINNATI POLICE DEPARTMENT FOR ALLOWING MY PARTICIPATION IN THE CIVILIAN OBSERVER RIDE PROGRAM. I WAS WARMLY WELCOMED IN EACH OF THE FIVE DISTRICTS AND MET BY A PROFESSIONAL AND COURTEOUS STAFF. OFFICERS SUCH AS TIM PAPAS HAVE BEEN VERY ACCOMMODATING AND SUPPORTIVE. BY VOLUNTEERING THEIR TIME AND RESOURCES, THEY FACILITATED ANY QUESTIONS AND OFFERED GUIDANCE IN MY FUTURE CAREER GOALS. THIS SUPPORT WAS GREATLY APPRECIATED. OVERALL, I HAVE HAD A VERY POSITIVE EXPERIENCE WITH THE CINCINNATI POLICE DEPARTMENT AND ITS OFFICERS. I HOPE YOU WILL CONTINUE THIS PARTNERSHIP WITH THE COMMUNITY, ALLOWING OTHER STUDENTS THE FORTUNATE EXPERIENCE OF THE CIVILIAN OBSERVER RIDE PROGRAM. AGAIN, I THANK YOU FOR YOUR HOSPITALITY.

SINCERELY,
AARON D. ROACH
THE UNIVERSITY OF CINCINNATI



Pierce Township • Clermont County • Ohio Police Department

950 Locust Corner Road • Cincinnati, Ohio 45245 • Telephone: (513) 752-4100 • FAX: (513) 752-5718

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James T. Smith

March 9th 2006

Colonel Thomas H. Streicher, Jr.
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

Dear Chief Streicher:

I want to take a few minutes of your time to thank you for allowing me to perform my Criminal Justice field placement studies with the Planning Section of your agency. Planning section personnel assisted me in every way possible to understand how they performed their duties. I would also like to thank the Internal Investigations Section for the information they provided. Everyone I met was professional, helpful, and answered any questions I had. The access you provided me to the command staff meetings was very enlightening as to how your agency operates and makes decisions.

I want to commend you and your officers for managing an exceptionally professional organization. The inside look you provided will assist me in my future endeavors. Working for a small department does not provide some of the insight and attention to detail that your agency has achieved. I hope that by having observed the different sections, and their functions, it helps me to improve academically and professionally.

Sincerely,

A handwritten signature in black ink that reads "Lt. M. Bennett".

Lt. Michael A. Bennett

March 19, 2006

Chief Thomas H. Streicher, Jr
310 Ezzard Charles Dr
Cincinnati, OH 45214

Dear Chief Streicher,

This letter was sent to inform you of some recent action taken by Lieutenant Russ Neville which I believe deserves at least written recognition. Last night Lt. Neville left an engagement, where he and his wife were celebrating the evening, in response to a call he received from his son. This call was placed because there was suspicious activity taking place on a neighboring property. The neighboring property in question is soon to be my family's home. Upon arriving at our property Lt. Neville located, engaged and then detained the suspect. While doing so he notified the proper authorities and in turn I was called to confirm the possible loss or damage of any property on the premises. Lt. Neville stayed on the scene out in the cold weather in his light attire until he was no longer needed. Through all of his selfless actions taken last night he exemplified many of the positive characteristics one would look for in an officer of the law. You should be proud to have an individual of his caliber on your force.

Sincerely,

A handwritten signature in cursive script that reads "Thomas Fink". The ink is dark and the signature is fluid, with the first and last names being clearly legible.

Thomas Fink



NORTHERN KENTUCKY EMERGENCY RESPONSE UNIT

Memorandum

To: Lieutenant Douglas Ventre, SWAT Commander, Cincinnati Police
Department.

From: Sgt. John Lonaker, N.K.E.R.U. Commander

Date: March 5, 2006

Dear Lt. Ventre,

I would like to extend my personal and team's gratitude for the opportunity to train with you and several members of your SWAT team. I would also like to thank you for sharing your facilities and equipment. Our team gained valuable insight and knowledge from this training. You and your team members are well respected and were very knowledgeable in their tactics. We also felt very welcomed by your team. We hope that we forged new friendships and contacts with the premier SWAT team that your team is known for. I am also requesting that we reimburse you for any equipment expenses that you incurred on our behalf. Just contact me to arrange the details.

If we can be of any assistance to you or feel that we may benefit from any future training you conduct, please don't hesitate to call me at 859-356-2697. Once again, thanks again for the excellent training.

Respectfully,

Sgt. John Lonaker,
Team Commander Northern Kentucky Emergency Response Unit.



JOSEPH T. DETERS
HAMILTON COUNTY PROSECUTING ATTORNEY
CRIMINAL DIVISION
230 EAST NINTH STREET, SUITE 4000
CINCINNATI, OH 45202-2151
PHONE: 513 946-3000
FAX: 513 946-3105
WWW.HCPROS.ORG
WRITER'S DIRECT DIAL NUMBER
946-3125

March 10, 2006

Chief Thomas Streicher
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati OH 45214

Dear Chief Streicher:

I am writing this letter to let you know what a great job Police Officers Ryan Robertson and Craig Copenhaver did on a recent murder case.

On 10-6-05 at midnight, Aubrey McCreary was senselessly murdered in a breezeway at 1713 Vine Street. PO Robertson and Copenhaver were working undercover nearby and quickly went toward the direction of the shots. They saw the defendant, Leonard Evans, running from the scene and followed him. A foot pursuit through Over The Rhine alleys ensued, with the officers catching Evans. They found a gun along the escape route which was positively matched as the murder weapon. Although the defendant claimed to be a "victim" also, it was clear he was the shooter.

We just finished a jury trial where the defendant was found guilty of the murder. What makes this especially gratifying is that the defendant is a very cold individual who is probably responsible for 4 murders in Over The Rhine. Without these officers actions, the defendant would have gotten away and would not have been charged because there were no cooperative eyewitnesses. It would have been an unsolved murder along with a grieving family with no closure.

I just wanted to let you know that PO Robertson and Copenhaver showed extreme bravery, intelligence, and persistence in capturing a dangerous killer. The citizens of Cincinnati are fortunate to have them as police officers.

Sincerely,

A handwritten signature in black ink that reads "Seth S. Tieger".

Seth S. Tieger
Assistant Prosecuting Attorney

SST/vmb



JOSEPH T. DETERS
HAMILTON COUNTY PROSECUTING ATTORNEY

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March 13, 2006

Thomas Streicher
Chief of Police
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, OH 45214

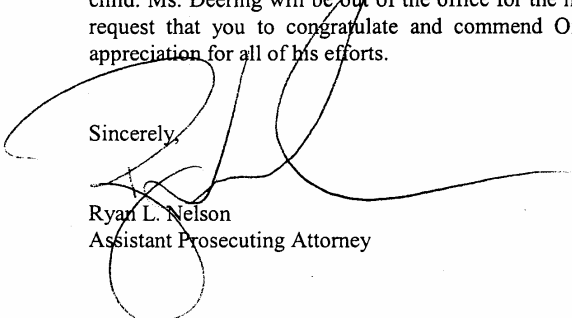
Re: Officer Jeffrey Smallwood, #P689 C.I.S.
B0506295, State v. Louis Husband

Dear Chief Streicher:

My name is Ryan Nelson and I'm an Assistant Prosecuting Attorney with the Hamilton County Prosecutor's Office. I am writing this letter to inform you of the absolutely outstanding police work performed by Officer Jeffrey Smallwood of Personal Crimes in the above captioned case. Through old fashioned police work and the dogged pursuit of the truth, Officer Smallwood was able to ferret out all of the relevant facts and virtually assure a conviction in a convoluted, complicated case that most certainly would have been impossible to prove had it been assigned to a less capable or less determined person.

The defendant, whom we believe to be a sexual predator and possibly a serial rapist, is now facing approximately 75 years in prison thanks in no small part to the work of Officer Smallwood and the trial work of Ms. Jennifer Deering, Assistant Prosecuting Attorney. Ms. Deering herself would be writing this letter to you, but the day after she finished closing arguments she gave birth to her first child. Ms. Deering will be out of the office for the next six months, but she was adamant that I request that you to congratulate and commend Officer Smallwood and extend our deepest appreciation for all of his efforts.

Sincerely,


Ryan L. Nelson
Assistant Prosecuting Attorney



Wayne Early
443-622-2385

Ronald Weinreich, Jr.
410-978-2871

"Specializing in Security"

March 14, 2006

Colonel Thomas H. Streicher, Jr.
Chief of Police
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

Dear Colonel Streicher, Jr.:

We would like to take this opportunity to commend several of your officers, who worked with us during the 135th Ringling Bros. and Barnum & Bailey Circus Edition from March 1-5, 2006 at the US Bank Arena.

We currently own a consulting company that is contracted by Feld Entertainment, Inc., which produces Ringling Bros. and Barnum & Bailey Circus.

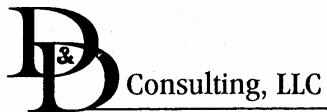
We were asked by Feld Entertainment, Inc in the summer of 2005 to coordinate the illegal vending enforcement for the 135th Ringling Bros. and Barnum & Bailey Circus Edition to be held at the US Bank Arena from March 1-5, 2006.

From the start of this project, we did not receive anything but total professionalism from all the personnel who was involved in this task.

We would like to start by commending Sergeant Steven Lange, Detail Coordinator, who we first made contact with in order to accomplish this task. Sergeant Lange gave us valuable information and then asked us to contact Lieutenant Kurt Byrd.

Lieutenant Kurt Byrd acted with complete professionalism and assisted us with every avenue that was needed to accomplish this task.

From the start of the event until the very end, the following police personnel displayed professionalism and treated us along with the members of the Ringling Bros. and Barnum & Bailey Circus family with the utmost respect:



Wayne Early
443-622-2385

Ronald Weinreich, Jr.
410-978-2871

"Specializing in Security"

Lieutenant Kurt Byrd
Lieutenant Douglas Carmichael
Lieutenant Anthony Carter
Sergeant James Casto
Sergeant William Haluser, Jr.
Police Officer Sharon Byrd
Police Officer Craig Copenhaver

This group of individuals made us feel very welcome in a city that we were visiting for the first time.

We would like to thank each one of these individuals for a job well done and we look forward to working with the members of the Cincinnati Police Department in the future.

Finally, we feel this group of individuals is truly an asset to the City of Cincinnati and the Cincinnati Police Department.

Sincerely,

A handwritten signature in cursive script that reads 'Wayne Early'.

Wayne Early

A handwritten signature in cursive script that reads 'Ronald Weinreich, Jr.'.

Ronald Weinreich, Jr.